

COMMITTEE ON TRANSPORTATION, HIGHWAYS, AND PUBLIC WORKS
Rules of Procedure
(In Addition to the House Rules of Order, Revised Statutes, and Constitutional provision)

I. Quorum

If no quorum is present within a reasonable period of time after the posted time for the meeting to begin, the committee members may be excused until the next announced committee meeting.

II. Committee Decorum

- A. All members and witnesses shall conduct themselves in a decorous manner.
- B. All members shall refrain from viewing or reading newspapers during committee hearings.
- C. Upon commencement of the meeting, no person other than legislators or staff may come on the platform where the committee members are seated.
- D. Cell phones or other electronic devices with audible tones must be turned off or muted during a committee meeting. Cell phone use is not allowed during committee. Members should step out of the committee room to place or receive a call.
- E. All computers with audible e-mail notification must be turned off or muted during a committee meeting.

III. Authorization to Present Instrument

In order for any person, other than another legislator, to present a bill on behalf of the author, that person shall first obtain and deliver to the committee secretary written authorization from the author which shall contain the date of the hearing, bill number, presenter's name, and the author's signature.

IV. Amendments

Lengthy or substantive amendments shall be requested or prepared and delivered to the committee staff no later than 5:00 pm the day before the meeting at which the legislation is scheduled. If not timely submitted, the chairman may refuse the amendments and proceed with the hearing on the instrument or cause the instrument to be voluntarily deferred. Staff is authorized to make purely technical corrections to amendments adopted by the committee, subject to review by the chairman.

V. Hearing Procedure

Unless otherwise determined by the chairman, instruments on the agenda will be heard under the following procedure:

1. Determination of the necessity of a fiscal note or technical amendments.
2. The author or his designee will be heard on the instrument. Thereafter, committee members may question the author on the legislation.
3. Proponents of the legislation will be heard followed by questions from committee members.
4. Opponents of the legislation will be heard followed by questions from committee members.
5. Amendments submitted by or on behalf of the author will be considered first followed by amendments proposed by committee members
6. Discussion and comments by committee members only.
7. Closing by the author; questions by the committee members at the discretion of the

chairman.

8. Motions relative to reporting the instrument.
9. Motions relative to Calendar placement.

VI. Motions

It is within the discretion of the chairman to entertain motions while testimony is pending.

VII. Voting

- A. During a roll call vote, each member must cast his vote when his name is called and the committee secretary must repeat the member's vote as either "yea" or "nay".
- B. No member may withhold his vote or "pass" unless, in his discretion, he was not present for part of the testimony or committee discussion sufficient to make an informed decision; or he has declared a conflict of interest and recused himself from the proceeding regarding the matter in controversy.

VIII. Time Limitations

At the discretion of the chairman or upon majority vote of its members, the committee may adopt time limitations on members or witnesses, or both.

IX. Committee Rules

The Rules of Order of the House govern all questions of committee procedure. In the absence of an applicable House Rule, these Committee Rules shall govern. All other questions shall be decided by the chairman who may consult Mason's Manual of Legislative Procedure.